



# **User Guide**

## **Connecting Videos to Education (CVE)**

### **Société GRICS**

Revised Version: June 2015

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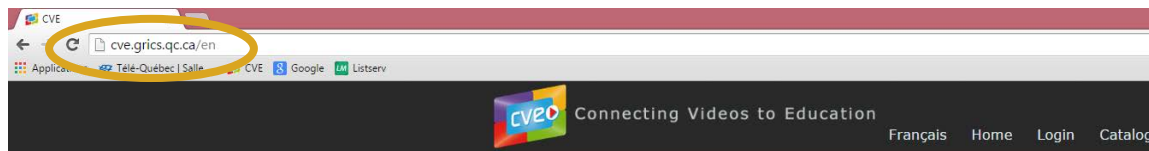
Need more information on CVE? More information can be found by clicking on the Online Tutorials and on the FAQ link in the Help section of the CVE Homepage.

If you cannot find the answers to your questions in this document or the website FAQ, contact Ann Quesnel. She'll be happy to assist you further: [ann.quesnel@grics.ca](mailto:ann.quesnel@grics.ca) – 514 251-3700, ext. 5017.

## Accessing the CVE Website

**Note:** If your institution has a portal [for example, Edu-group, EZproxy, Virtual Office], check to see if you can access CVE directly from it.

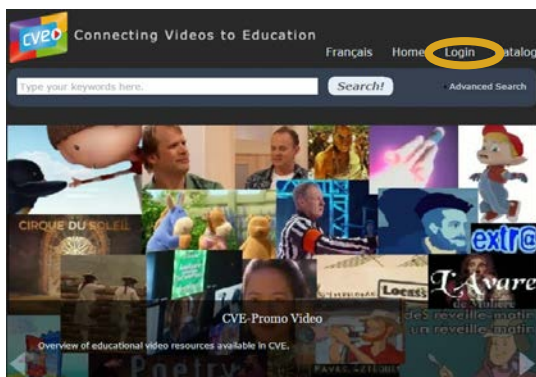
1. Go to the CVE homepage: <http://cve.grics.qc.ca/>.



2. Click **Login** on the toolbar at the top of the page. A dialog box will appear. Enter your username (your email address) and password, then click **Log in**.

# Subscriber Access and Accessing without Login Codes

1. When accessing the CVE website **without a login**, the homepage is:

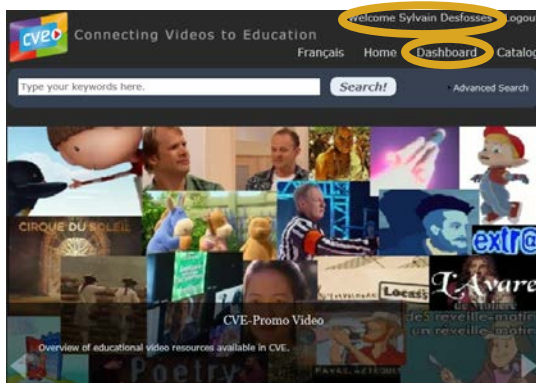


You will notice:

- A **Login** tab

**Note:** Accessing the site without an authorized Login (username and password) only enables viewers to look at a **sample (maximum 2 minutes)** of each video. This preview function does not give access to create playlists, quizzes, bookmarks, etc.

2. When accessing the site with a CVE connection [i.e. an authorized username and password], the homepage displays like this after you have entered the username and password.



Notice that:

- The **subscriber name** is listed at the top of the page. [In the above illustration, the subscriber name is Sylvain Desfosses.
- The **Dashboard** tab allows you to record playlists, create quizzes, manage student groups, etc.

## The Homepage

- **Main Menu:** This toolbar gives your access to the various pages of the website.
- **Search Engine**
- The **Advanced Search** button enables you to carry out a search by **Clientele**, **Subject Area**, **With a Teacher's Guide** or **Category**.
- The **Image Carrousel** is an interactive visual content area in which selected videos from the collection are presented and can be accessed.
- **New Release Sidebar** – the place to find out about new videos added to the CVE, Teacher's Guide classifying videos according to the Progression of Learning of a subject area, and additional resources as well.
- **My Content Area** – the place to find out the latest news, to read the current and previous newsletters, and get an overview of what's available.
- **Special Events** – Videos relating to projects and themes (ex.: Sexting-Cyberintimidation-Bullying)
- **Site Map** and other useful information – including the FAQ (Frequently Asked Questions) area to explain the different functions of the site.
- **Online Tutorials** explaining the different functions.

The screenshot shows the CVE homepage layout. At the top, there's a header with the CVE logo, the title 'Connecting Videos to Education', and a user welcome message 'Welcome Sylvain Desfossés | Logout'. Below this is a navigation bar with links: 'Français', 'Home', 'Dashboard', and 'Catalog'. A search bar is prominently displayed with the text 'Type your keywords here.' and a 'Search!' button. To the right of the search bar are links for 'Advanced Search' and a checkbox for 'With a Teacher's Guide'. Below the search bar is a large image carousel titled 'The Vanishing Ice' with a description about global warming and glaciers. To the left of the carousel is a 'News!' section featuring an article about Earth Day. To the right is a 'New Releases' section with a video thumbnail. Below the carousel is a 'My Content' section with links to 'CVE Newsletters' and 'My Content'. At the bottom, there's a 'Navigation' section with links to 'Français', 'Home', 'Dashboard', and 'Catalog'. A 'Help' section contains links to 'FAQ', 'Credits', and 'Technical Requirements'. An 'About' section includes links to 'Terms and Conditions', 'By Way of Introduction', 'Partners', 'Contact Us', and 'Mandate'. Yellow arrows from the text on the left point to these specific UI elements: the Main Menu, Search Engine, Advanced Search button, Image Carrousel, New Release Sidebar, My Content Area, Special Events, Site Map, and Online Tutorials.

## CVE Videos: How They Are Organized

- The sub-menu on the left lets you view the collection according to categories for grouping videos called filters. You can use this categorization to carry out a search.

- The list of filters and keywords used to make a search is always indicated above the list of videos.

- Search for videos with teacher's guides.

- This symbol represents videos with teacher's guides.

- At this stage in the search process for each video you will be able to see:

- the title
- a representative image
- the beginning of the program summary
- Three pieces of information: type of video, production year, and country of origin.

- Click on the tile of the series to access programs of the series

- View the complete catalog of series in alphabetical order.

The catalog is available in Marc21 format

The screenshot shows the CVE website interface. At the top, there is a search bar with the text 'Type your keywords here.' and a 'Search!' button. Below the search bar, the results show 'Search found 35 items' and a filter '(-) draw me a story'. The main content area displays a list of video tiles. Each tile includes a title, a representative image, a brief summary, and three pieces of information: type of video, production year, and country of origin. The tiles are: 'The Violin's Story', 'The Brown Cow', 'The Three Little Pigs', 'Salvador and the Christmas Goose', 'Caroline & The Yule Log', and 'The Magic Tree'. Each tile also has a 'Read more' link. On the left side, there is a 'Filters' sidebar with categories: Collections (English GRICS (35)), Clientele and Subject Areas (Elementary (35)), Teacher's Guide (With a Teachers Guide (35)), Video Categories (Animation (35)), and Year of Production (2008 (34), 2007 (1)). At the bottom, there is a 'Filters' section with a link to 'View the complete catalog of series' and a note 'The catalog is available to librarians in Marc21 format'.



## CVE Videos: How They Are Organized (Continued)

- The sub-menu found under a video enables you to carry out the following functions:
  - **Add to...**
    - My bookmarks
    - My playlist
    - New playlist
  - **Download** – enables you to download the video to your computer.
  - **Quizzes**
    - Add a question to a quiz
    - Do the quiz
    - Create a new quiz
- These four tabs contain **detailed information** about the video and the series to which it belongs. Supporting teacher guides\* in PDF format which have been created for the video. Annotations can be added by the subscriber simply by clicking on the Teacher's Notes Tabs.
 

\*A Teacher Guide Tab includes a variety of resources prepared by professional educators. A Teacher Guide Tab may include the following types of materials

  - Teacher Guide
  - LES for IWB: Learning and Evaluation Situation for interactive whiteboards (Notebook and Open Sankoré softwares, and tablettes)
  - Student Booklet and Educator's manual
  - Procedure on how to open a Notebook file if a subscriber does not have Notebook software installed on their computer.
- **Related Videos** – Suggests other videos in CVE related to the subject matter.

Welcome Sylvain Desfossés | Logout

Français Home Dashboard Catalog

Type your keywords here. Search!

### The Great Race

This video is part of the series **Draw Me A Story**

Based on Aesop's popular fable *The Tortoise and The Hare*, Pepa The Turtle, annoyed by the mocking tone of the ill-mannered hare, challenges her to a race. The hare keels over in laughter, but agrees.

In the end the arrogant hare pays for the mistake of being overly confident and loses the race.

Target Audiences ▶

- 3- Elementary, Cycle 1, Arts
- 3- Elementary, Cycle 1, Languages, English as a Second Language
- 3- Elementary, Cycle 1, Languages, English Language Arts
- 3- Elementary, Cycle 2, Arts
- 3- Elementary, Cycle 2, Languages, English Language Arts
- 3- Elementary, Cycle 2, Languages, English as a Second Language
- 3- Elementary, Cycle 3, Languages, English as a Second Language

Animation - 7 min 38 sec

USA - Film Ideas Inc. - 2008

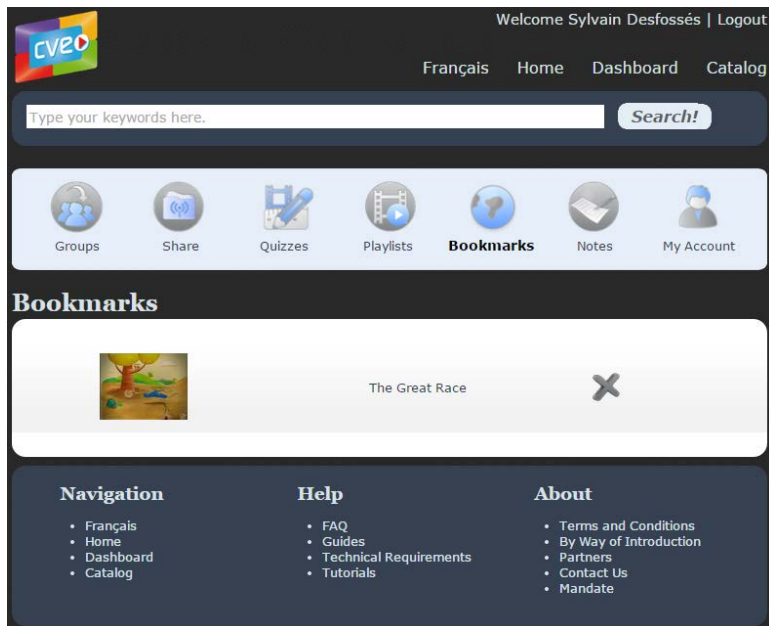
Keywords: fair, hare, lettuce, race, run, turtle

### Related Videos

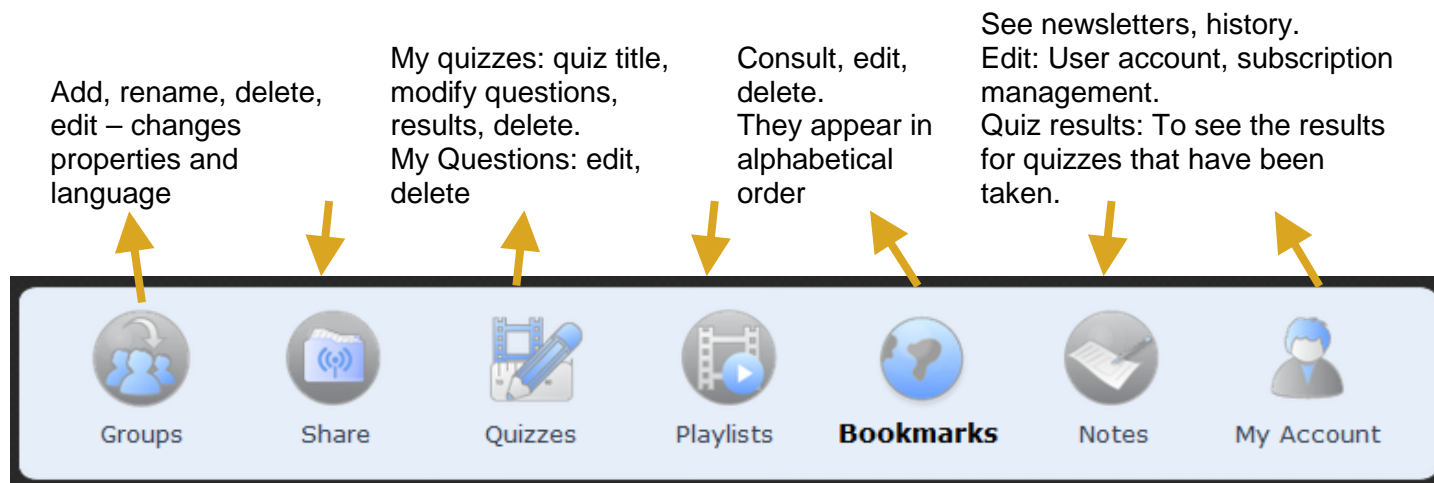
PSYCHOPATHES

## The Dashboard and Its Components

The **Bookmarks** page is the one that appears by default when you open the Dashboard:



The components of the **Dashboard** are explained in detail in the following pages.





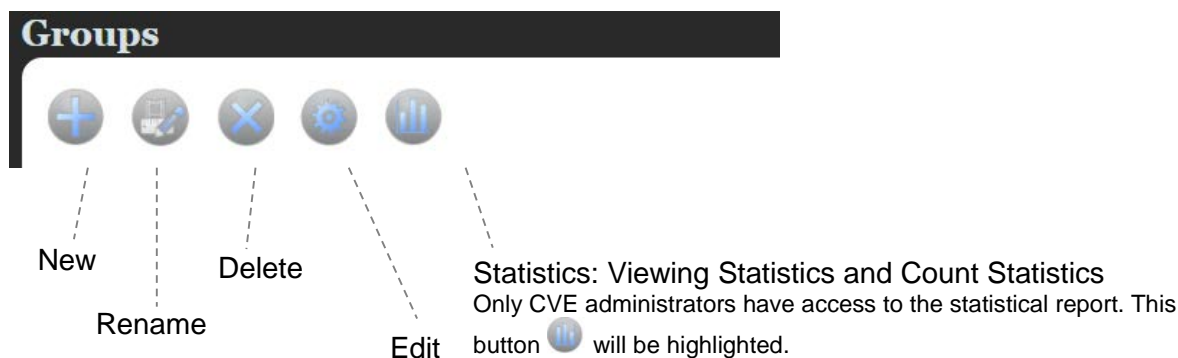
## Groups



Student groups and user accounts can be created by the CVE administrator in your school or other institution.

If one is not available, you can create your own student groups, then user accounts for each of your students.

It is possible to share videos and playlists among groups, and to add a questionnaire linked to the viewing of the program.



## Quizzes

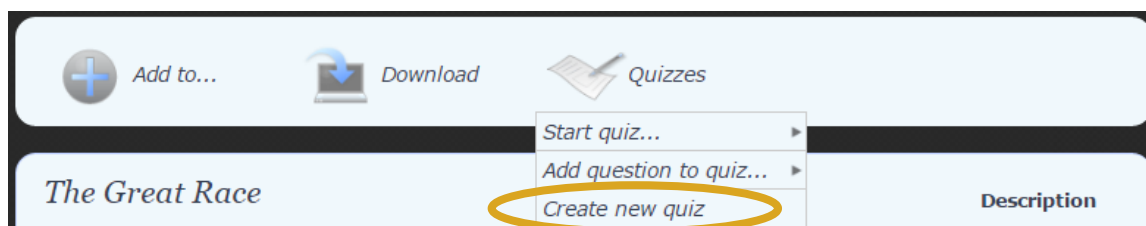


The number of quizzes contained in a subscriber's account is always entered on the homepage under the heading **My Account**.

Several quizzes can be linked to the same video.

**Create a Quiz** based on a video can always be made.

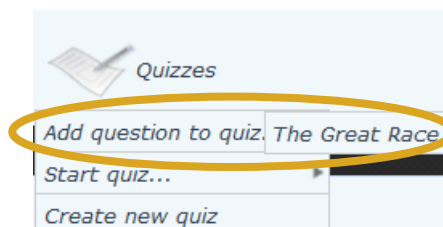
1. Under the selected video, place the cursor under the **Quizzes** tab.
2. Click on the **Create new quiz** option in the dropdown menu.



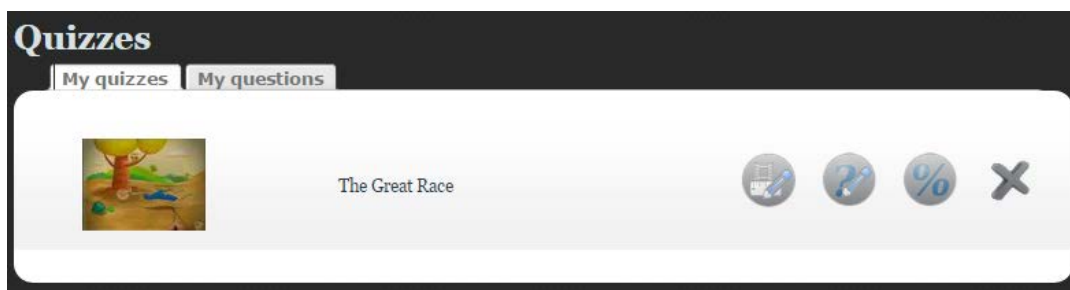
3. Fill in the required fields in the window that opens (title, availability options, success, rate sharing, etc.) and click **Save**.


## Adding Questions

1. Go to the **Quizzes** tab under the video for which you wish to create a quiz.
2. Scroll down to **Add questions to quiz...**
3. A “**Choose a question type**” box opens, giving options. Choose the type of question you wish to create, click on it, and then click **Next**.
4. Write your question in the window that opens and click **Save**.



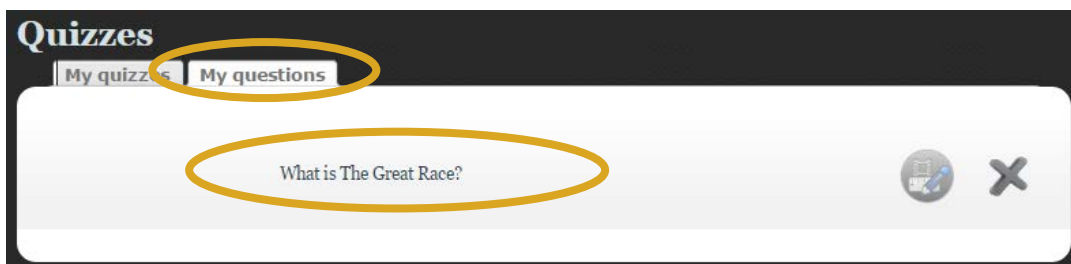
You can also manage the **Questions** function by going to **Quizzes** section of the **Dashboard**, and clicking on the **My Quizzes** tab.



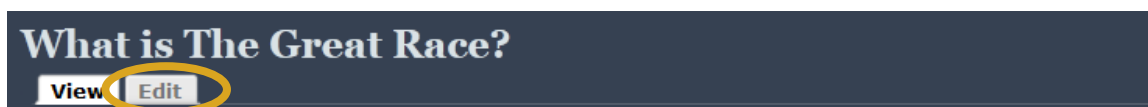
1. Click on the **Question Mark** button  .
2. In the “**Create a new question**” section of the window that appears, choose the appropriate question option.
3. Fill out the other fields in this window. When you are finished, click **Save** at the bottom.
4. When you have composed the question, put a tick mark in the appropriate place (e.g. whether your question is “true” or “false”) and then click **Submit**.

## Editing a Question

1. In the **Dashboard**, in the **Quiz** section and under the **My questions** tab, click on the title of the question you wish to modify.



2. Click on the **Edit** tab, then make the changes to your quiz.



## Answering a Quiz


**Teacher** Go to the page of the video related to the quiz, place the cursor on the **Quizzes** tab, go down to the **Start quiz** option and choose the title of the quiz from the dropdown menu.

**OR**

From the **Dashboard**, in the **Quizzes** section, click on the title of the quiz and then on the **Start quiz** button.

**Student** Go to the **Dashboard**. In the **Share** section click on the title of the quiz.

## To See the Results of Each Quiz

1. Go to the **Dashboard**, then to the **Quizzes** section. Then click on the **My quizzes** tab.
2. Click on the **Results** button  of the desired quiz.

A window will open (see below). You will be able to **choose the type of result** that you wish (start, finished, score, etc.)

- You can select for a quiz taken by a particular person by typing his/her name in the search box under the category **Username**.
- You can see the number of quizzes taken and other information by clicking on the dropdown menus arrows ("**No Filter**") underneath the various categories.



So, for example, it is possible to see how many students passed a quiz with a grade greater than 90% average, or how many took the quiz today.

**Search box according to username (email address)**

**Menus of the other categories**

The screenshot shows the 'The Great Race' dashboard. At the top, there is an 'Options' section with a dropdown menu and an 'Update' button. Below this is a 'Special filters' section. The main part of the dashboard is a table with columns: Username, Started, Finished, Score, and Evaluated. The 'Username' column has a search box. The 'Finished', 'Score', and 'Evaluated' columns have dropdown menus, all currently set to 'No filter'. A message at the bottom of the table says 'No results were found'.

To see details about a quiz-taker or to delete his/her results from the list, place the cursor on the player's name. Options will be displayed, as shown here. (This is the **view** option.)

		2013-03-18 09:53	2013-03-18 09:53 (Duration: 0:00:04)	100 % Passed	Yes
view   delete					

\*To delete the results of **several students at the same time**, and not one-by-one, as above put a check on all students to delete, select **Delete** from the dropdown menu in the **Options** box and click **Update**.

The screenshot shows the 'The Great Race' dashboard. The 'Options' dropdown menu is open, showing a search box, an 'Update' button, and a 'delete' button. The 'Special filters' section is also visible below the dropdown.

When you create a quiz, you can share with your groups. You can select more than one group.

## Playlists



A playlist is a **document** in which you can put clips (selections) from videos. You can create an unlimited number of clips within a playlist. A playlist will enable you to show certain sections of a video instead of showing the entire full length video.

The number of playlists in your folder is listed on the homepage of CVE. It is one of the options below in **My Content**.

### My Content

- 2 bookmarks
- 4 quizzes
- 1 playlist
- 2 notes
- 1 group
- 2 shared resources



Playlists are listed in alphabetical order in your dashboard.

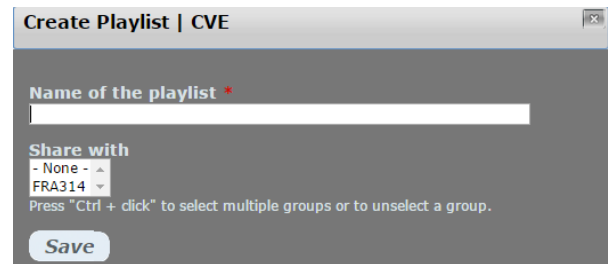
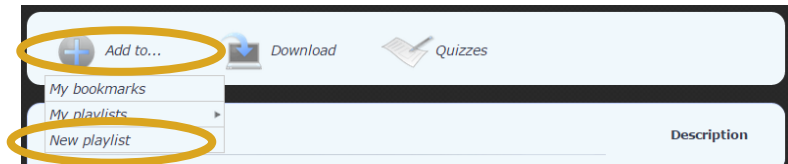
### Playlists

My Playlists All Playlists

AQUOPS 2015			
Bullying			
DE Maisonneuve et Jeanne Mance			
draveurs			
ESpèce			

## Creating a playlist

1. Go to a video page.
2. In the toolbar under the video viewer, hover the cursor over **Add to...**
3. Click on **New playlist**.
4. In the window that opens, enter the desired **Playlist title name** and click save.
5. To create a video segment
  - Name the playlist
  - Click save
  - Choose the starting and ending times of the playlist
  - Save

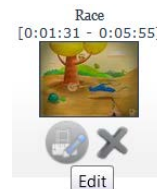


The video is then in your list. This can be checked by going to the **Dashboard**, then to the **Playlists** section, followed by the **My Playlists** tab. After you have clicked on **My Playlists** you can then click on the thumbnail of the video segment and view it. Playlists appear in alphabetical order rather than by date of creation.





If you want to change or edit the video description, you can do so by clicking on the **Edit** button under the video.



To view all video segments of a playlist, click on  icon. There are no limit to the amount of video segments a playlist can have.



You will see the title under each segment.

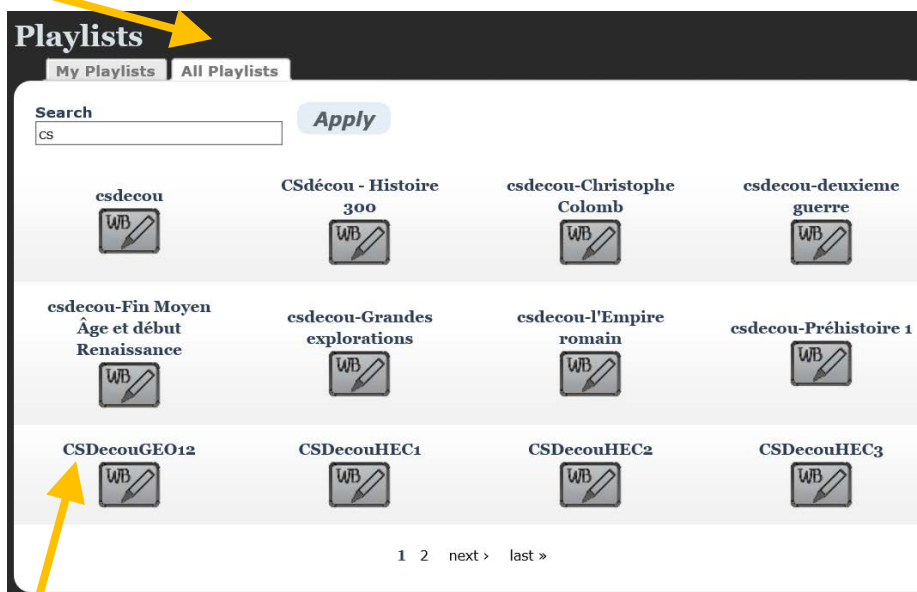
To help you create playlists, go to the **Teacher's Guide** side tab of the video. Refer to the video's teacher's guide which includes time lengths for each segment of the video.



Example:

- 06:40 – 09:44 *Brutha Gime!*: **“Deferred Race”** (This performance explores racism and the injustices endured by black youth expressed through the metaphor of a foot-race and playing on the double meaning of the word “race”.)
- 09:45 – 14:45 *Crystal Tenille Irby*: **“Courage”** (“I finally got the courage” is how a young woman describes her healing process getting over a failed relationship.)
- 14:46 – 18:33 *Poetri*: **“Monsters”** (A man’s humorous yet poignant and insightful explanation for his weight problem: his stomach is inhabited by monsters forcing him to overeat!)

To see all playlists, click here.



Tips: To share your playlists with a colleague, give a prefix to the title of your playlist, for example esdecou – title.

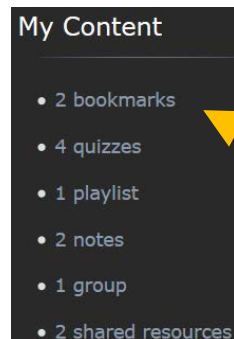
## Bookmarks



Bookmarks are a list that can easily and quickly help you find relevant videos.

The number of bookmarks is visible on the homepage in **My Content** section.

Bookmarks appear in alphabetical order rather than by date of creation.

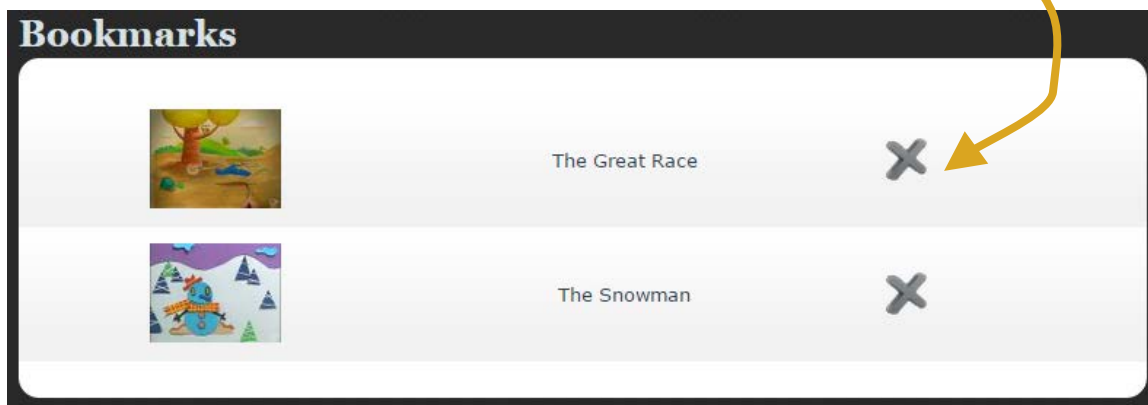


### Creating a Bookmark

1. From the page of the video you have selected, place the cursor on **Add to...**
2. Click on **My Bookmarks**.

### Deleting a Bookmark

1. From the page of the video you have selected, place the cursor on **Add to...**
  2. Then click on **[Remove from bookmarks]**.
- OR
1. On the **Dashboard**, under the **Bookmarks** section, click the **Delete** button.



- Click on the **Thumbnail** or the **Title of a video**, opening to the page of this video.

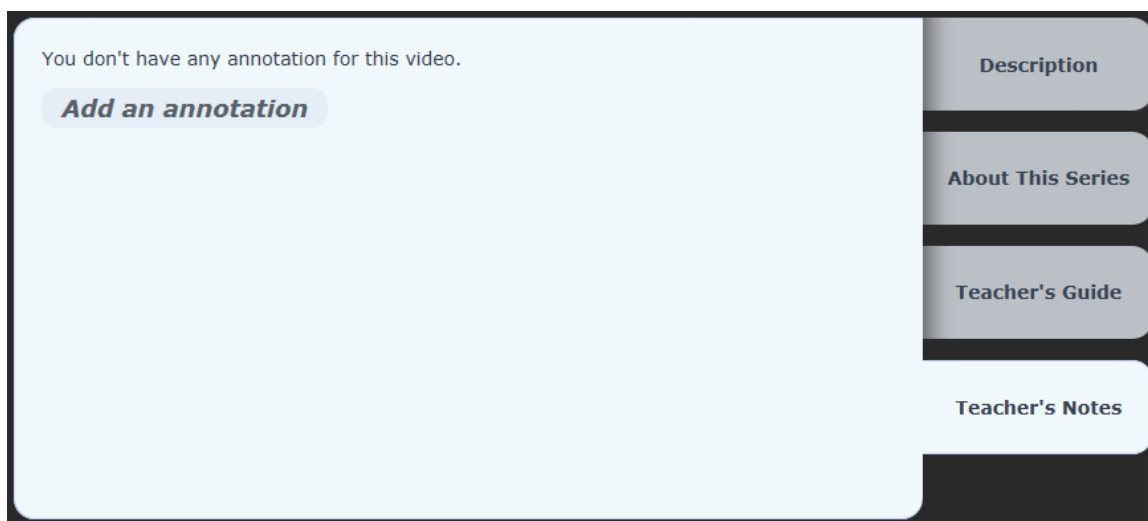
# Annotations



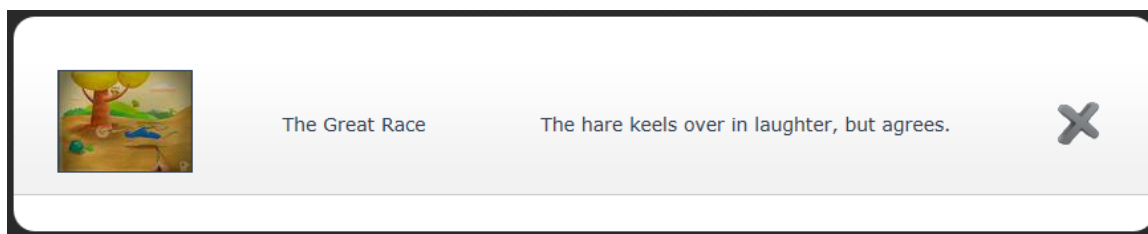
This tool will help you plan a lesson effectively. You can add comments when preparing a learning activity as well as links to websites which you can use as additional resources with your students.

Annotations are always made starting from the page of the video you wish to annotate.

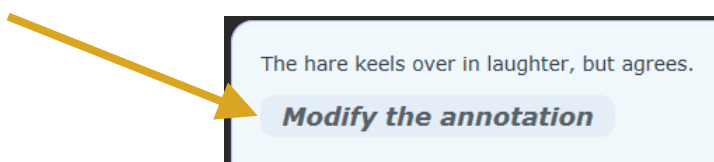
1. Click on the **Teacher's Notes** tab.
2. Click on **Add an annotation**. In the **New annotation** window that opens above the “add an annotation” window, enter the contents of the note you wish. When you have finished, click **Save**.



You can subsequently view all the notes you have made in the **Dashboard** under the **Notes** tab.



To **Edit** a note, you have to go to the video in question, click on the **Teacher's Notes** section, and then click on **Modify the annotation**.



## My Account



Under the **My Account** tab on the **Dashboard**, you can consult the following **general information**:

**View** Edit My results

Newsletters

Manage my subscriptions

**Current subscriptions**  
L'Infolettre de CVE

History

**Member for**  
26 weeks 4 days

The **Edit** tab provides you with options to change your password or the language of your account.

The **My Results** tab (see below) allows you to have an overview of the results of all the quizzes made, and from all quizzes created on your account.

**My account**

View Edit **My results**

Jeu Title	Started	Finished	Score	Evaluated
The Great Race	2013-03-18 11:17	2013-03-18 11:17	100 %	Yes
Duration : 0:00:06 Passed				

*jeu that are not evaluated may have different score and grade when it is done.*

## Share







The **Share** section provides access to a range of CVE functions (quizzes, playlists) that can be shared with other users – for example, with students.

It is possible to:

- **Consult** an item by clicking on the **Thumbnail** or the **Title of the video**.
- **Edit** an item by clicking on the **Edit** button.

### Share

	Title	Content Type	
	The Great Race	Playlist	 <div>Edit and share</div>
	The Great Race	Quiz	



## Downloading a Video

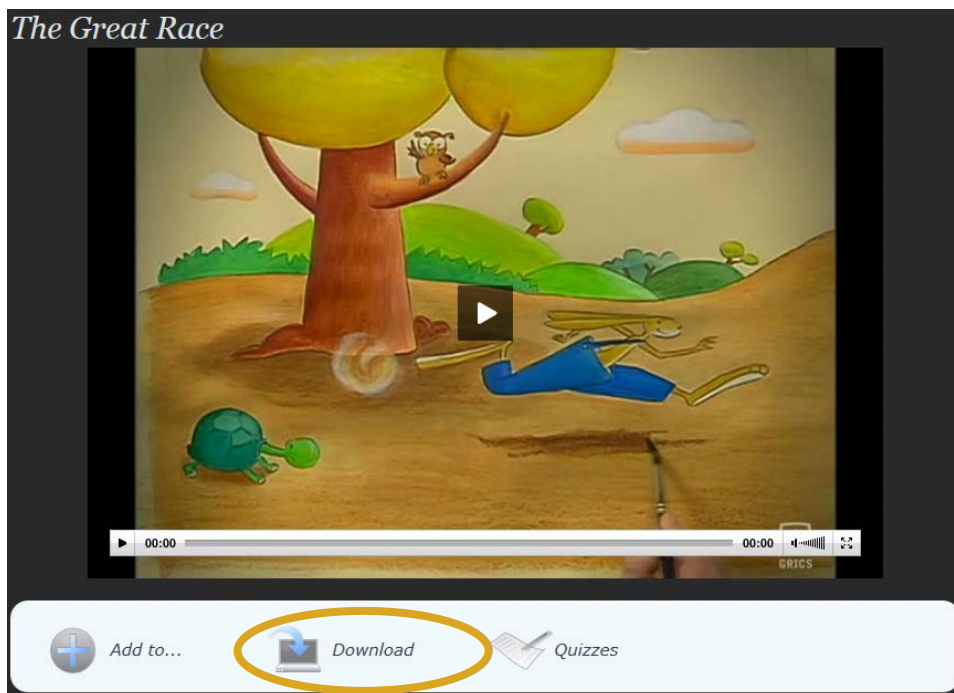
You can always download the video if you do not want to go online. However, we strongly recommend viewing videos online, as there are many advantages:

1. Videos are accessible from home, both by teachers and also by students.
2. Access to the functionalities available on the CVE site, which can also be accessible to your students.
3. The video is more easily accessible for screening.
4. A streamed video will not take up space on your hard drive.

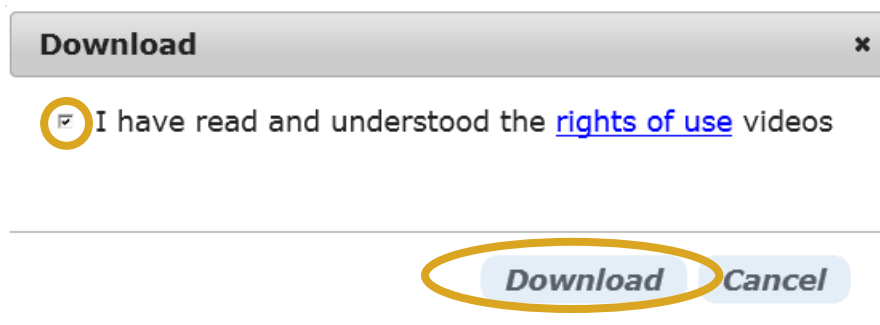
PLEASE NOTE: if you download a video, you must delete it after 30 days. This is part of Société GRICS' contractual arrangements with the video producers, and in turn it is part of the contract made between Société GRICS and school boards and other institutions. However, if you still need a copy of the video, you may download it again the next day.

### Downloading a Video

1. Starting from the page of the video that you wish to download, click **Download** on the toolbar directly beneath the viewer.



2. Click on **rights of use** to read the terms of use. **If you accept these terms**, put a check in the box beside “**I have read and understood the rights of use.**” Then click the **Download** button. This window appears only when you carry out your first download – the terms of use, of course, apply to all subsequent downloads.



You can save the video on your desktop, on a USB key, in your teacher folder on the school board server, or in your portal community.

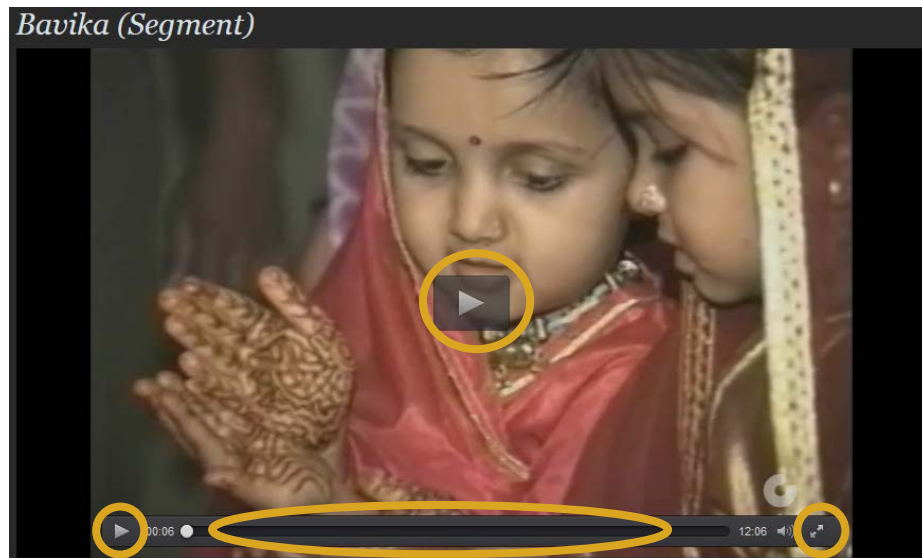
## Streaming a Video

After you have been authenticated by the CVE site, as explained above, you can search for a video by one of the following ways:

1. By entering key words into the search engine box and clicking the **Search** button
2. By clicking on the **Catalog** button and looking around.
3. By clicking on the **Advanced Search** of the homepage. You will be able to select your clientele, subject, and videos **With a Teacher's Guide**.
4. By clicking on the subject that appears on the homepage ("Families of India" in the screenshot below.)

The screenshot shows the CVE website interface. At the top, there is a navigation bar with links for 'Français', 'Home', 'Dashboard', and 'Catalog'. Below this is a search bar with the placeholder text 'Type your keywords here.' and a 'Search!' button. To the right of the search bar is a link for 'Advanced Search'. Below the search bar are two dropdown menus: '-- Any Skill --' and '-- Any Category --'. To the right of these is a checkbox labeled 'With a Teacher's Guide'. The main content area features a large map of India with the title 'Families of India (Full Length Video)'. Below the map, there is a description: 'Two families in Jamnagar, Gujarat State in northern India are profiled. We follow 8-year-old Raja as goes through his day. We also see 5-year-old Bavika playing with her many cousins in their family compound.' Below the map, there are two sections: 'News!' and 'New Releases'. The 'News!' section includes a link to 'VoDZone – Worth another Look!' and a brief description of VoDZone Education. The 'New Releases' section shows a video thumbnail of a group of people. At the bottom, there is a section for 'Other Resources'.

Once you have made your selection, you can stream directly from the CVE website.



To start the video, click the start arrow in the viewer (circled) or in the lower left corner (also circled). Click again to put the video on pause.

A progress bar (wide yellow circle above) lets you scroll through the video timeline and go directly to a desired sequence.

Finally, you can put the video in full screen mode by clicking the “four arrows” button in the lower extreme right corner of the viewer window. Clicking that same button will bring the viewer back to its original size.